

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Survey	CLASSIFICATION:	406
SUPERVISOR:	County Surveyor	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Supervise and participate in the work of the Surveyor's Office. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervise surveyor staff including assigning and reviewing work, evaluating performance, training and administering appropriate corrective and disciplinary action (coordinated with the Assessor as appropriate). Handle employee complaints, including union grievances and participate in hiring and dismissal decisions.

Act as the County Surveyor in the Surveyor's absence.

Survey County properties to locate and review corners, subdivisions and condominiums.

Establish horizontal and vertical control monuments with plane coordinates and elevations. Make field measurements and computations.

Research and evaluate surveys, corner reports, benchmarks, descriptions, deeds, and aerial photographs. Verify computations and statute compliance of maps and legal descriptions of partitions or subdivisions, condominiums and vacation of properties. Accommodate research of survey records for County departments, land surveyors, and the public to provide, exchange, and clarify information.

Implement Public Land Corner Restoration Program.

Maintain survey equipment and supplies inventory.

Prepare and enter data into computerized system of records.

Assist the public, other County departments, title companies, and government agencies by answering questions and solving problems in survey matters.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise 1-2 surveyor (full time and part time) positions. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees; addressing complaint/grievances and resolving problems.

Coordinate all personnel functions with the County Surveyor.

SUPERVISION RECEIVED: Work with considerable independence under the general direction of the County Surveyor who provides policy and administrative direction and reviews performance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A degree in land surveying and three years of progressively responsible experience as a survey technician that included successful experience as a work leader, project leader, or supervisor. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Must obtain Professional Land Surveyor license within one year of hire. Must possess a valid driver's license and be insurable under the County's liability insurance.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of surveying equipment, methods, and techniques. Knowledge of mathematics including algebra, geometry, and trigonometry. Knowledge of federal, state and County ordinances pertaining to surveys.

Skill in operating land survey equipment. Skill in obtaining accurate measurements.

Extensive familiarity with the use of CAD and GIS software such as AutoCAD, ARC Info and Intergraph. Working knowledge of computers, printers and plotters. Familiarity with general business software such as word processing, spreadsheets and databases.

Ability to compile, analyze, and record technical data. Ability to establish and maintain recordkeeping systems and reports. Ability to make decisions independently in accordance with established policies. Able to write clear, concise technical reports according to professional standards.

Ability to communicate effectively both verbally and in writing. Ability to make mathematical calculations rapidly and accurately. Ability to effectively supervise survey staff. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are usually minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds, except for retrieval of records stored on shelves, which requires lifting/moving bound volumes at floor to ceiling level weighing 30-40 pounds.

Field activity may require additional physical demands, such as walking, bending, stooping, chopping, digging, climbing, etc.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.

The performance of field work may require walking over various terrains or other hazards, and exposure to all weather conditions. There is common exposure to pollens, dust, poison oak, traffic and fumes. Requires driving throughout the County, including to remote areas.